

**JEFFERSON COUNTY HIGHWAY COMMITTEE
MEETING MINUTES**

Tuesday, October 4, 2011

The Jefferson County Highway Committee met on Tuesday, October 4, 2011, at 9:18 A.M. for a meeting at the Highway Office.

ROLL OF THE HIGHWAY COMMITTEE:

Members present: Ron Buchanan; Blane Poulson; Glen Borland; George Jaeckel; Craig Peterson

Members absent: None

Also Present: William Kern, Highway Commissioner
Ann Jenswold, Highway Department
Brian Udovich, Highway Department
Carl Zentner, County Board Supervisor
Terri Palm-Kostroski, Human Resources
Bill Buglass, Payne & Dolan

Purpose of the meeting was to review and approve vouchers and other highway business.

HIGHWAY COMMITTEE MINUTES: The minutes from the September 6, 2011 Highway meeting, having been distributed in advance, it was moved by Mr. Peterson and seconded by Mr. Borland to approve the minutes as printed.

Carried by the following roll call:

AYES: Buchanan, Poulson, Borland, Jaeckel, Peterson

NOES: None

ABSENT: None

ABSTAIN: None

CORRESPONDENCE:

- Email from homeowner group regarding re-routing traffic flow on CTH "B" by Rock Lake

Newsletters:

- NONE

News Releases/Notices:

- NONE

PUBLIC COMMENT:

- Terri Palm-Kostroski, Human Resources, commented on agenda item 9c – employee work schedule and overtime.

HIGHWAY COMMISSIONER'S REPORT:

- **Project/Construction Work**

CTH "E" (Watertown – CTH P)

Project is nearly complete, some minor finish work and pavement marking left

CTH "H" (STH 59 – CTH Z)

Project is complete

CTH "P" (Rome – US 18)

Project is complete

CTH "B" (Dane County – Rock Lake)

Project is complete

CTH "SC" (STH 16 – Dodge County)

Construction work has started between the east and west sections of Gopher Hill Road, crews will work on CTH "SC" thru November.

- **General Maintenance**

Crews are completing limited mowing operations for safety/vision throughout the county.

Crews are repairing and "pulling up" shoulder gravel throughout the county

Crews are completing guardrail/bridge repairs at various locations

Staff is beginning preparations for winter; all state and county early-fill salt orders are in progress

- **Winter Maintenance**

- **Office/Shop**

OLD BUSINESS

8a. Discuss highway facility study

Commissioner Kern and the Committee discussed the facility study information. No Motion.

NEW BUSINESS

9a. Discuss purchase of a used boom/bucket truck

Highway Commissioner Kern discussed with the Committee a used 2000 Ford boom/bucket truck coming out of Appleton with 29,000 miles for the purchase price of \$44,500.00.

It was moved by Mr. Peterson and seconded by Mr. Borland to recommend the 2000 Ford used boom/bucket truck to County Board for the price of \$44,500.00.

Carried by the following roll call:

AYES: Buchanan, Poulson, Borland, Jaeckel, Peterson

NOES: None

ABSENT: None

ABSTAIN: None

9b. Discuss 2012 Highway Department budget

Commissioner Kern handed out the 2012 budget narrative. He reviewed and discussed the budget information with the Committee. No Motion

9c. Discuss employee work schedules & overtime

The Highway Committee and Commissioner discussed the FLSA Law and the 40 hour work week. There were discussions regarding downtime, no on-call time, unscheduled overtime, holiday & weekend overtime, and the flexibility to work 40 hours during the week. No Motion

9d. Review and approve 2012 Routine Maintenance Agreement with WisDOT

The Committee and Commissioner reviewed the 2012 Routine Maintenance Agreement with WisDOT for \$1,690,200.00.

It was moved by Mr. Peterson and seconded by Mr. Poulson to accept the Routine Maintenance Agreement for 2012 with Wisconsin D.O.T.

Carried by the following roll call:

AYES: Buchanan, Poulson, Borland, Jaeckel, Peterson

NOES: None

ABSENT: None

ABSTAIN: None

9e. Review monthly financial account summary

The Highway Commissioner reviewed the current financial status of the Highway Department and answered questions from the Committee. No Motion

10. Highway Operations Report

The Commissioner reviewed the operations with the Committee regarding current operations and the construction projects. No Motion.

REVIEW & APPROVE VOUCHERS: The vouchers held the following totals resulting:

BILLS:	09/15/11	\$	325,726.55
BILLS:	09/30/11	\$	56,880.89
BILLS:	10/04/11		448,772.09
COMMITTEE:	AUGUST		<u>220.00</u>
TOTALS:		\$	831,599.53

It was moved by Mr. Borland and seconded by Mr. Jaeckel that the bills are allowed as reviewed.

Carried by the following roll call:

AYES: Buchanan, Poulson, Borland, Jaeckel, Peterson

NOES: None

ABSENT: None

ABSTAIN: None

The next Highway Committee meeting will be Tuesday, November 1, 2011, at the Jefferson County Highway Department.

Motion by Mr. Poulson and seconded by Mr. Jaeckel to adjourn at 10:32 a.m.

Carried by the following roll call:

AYES: Buchanan, Poulson, Borland, Jaeckel, Peterson

NOES: None

ABSENT: None

ABSTAIN: None

Approval:

Craig Peterson, Secretary